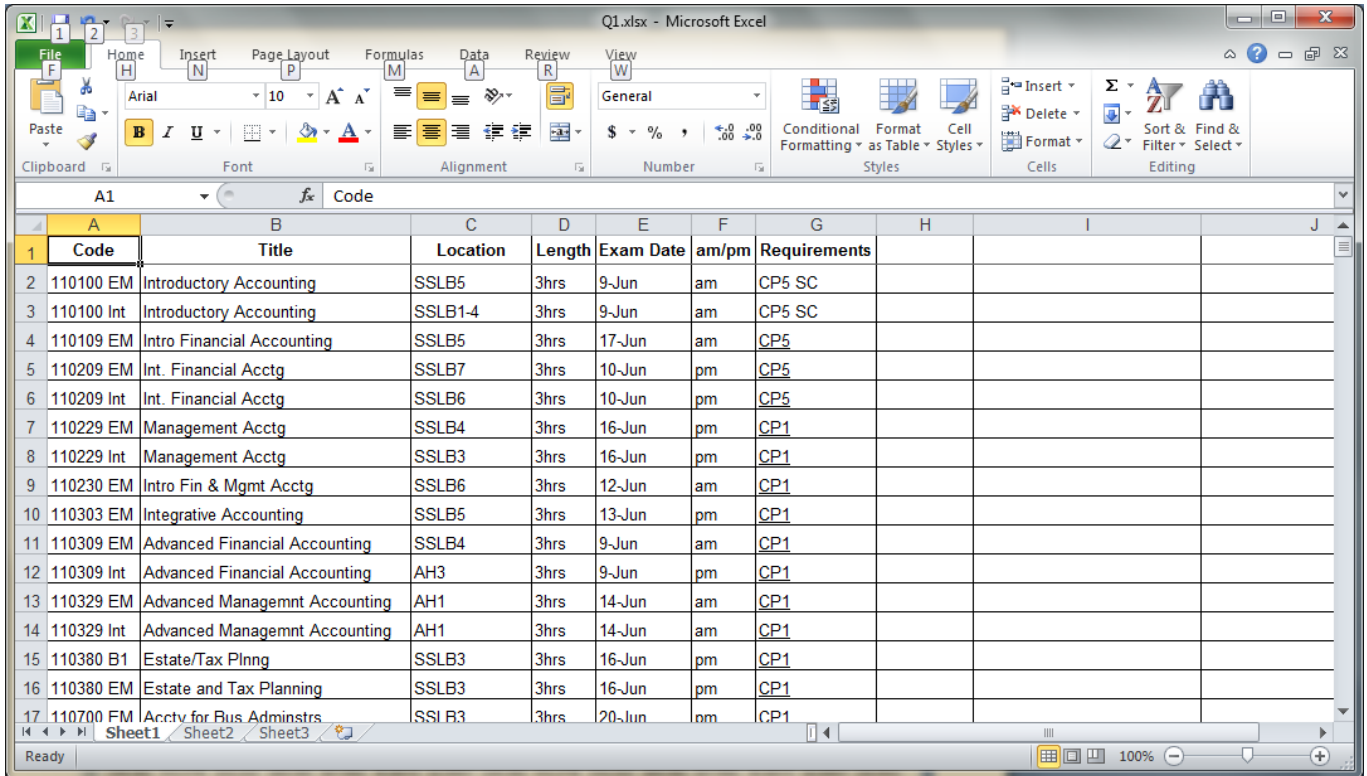


Selecting a large area of data

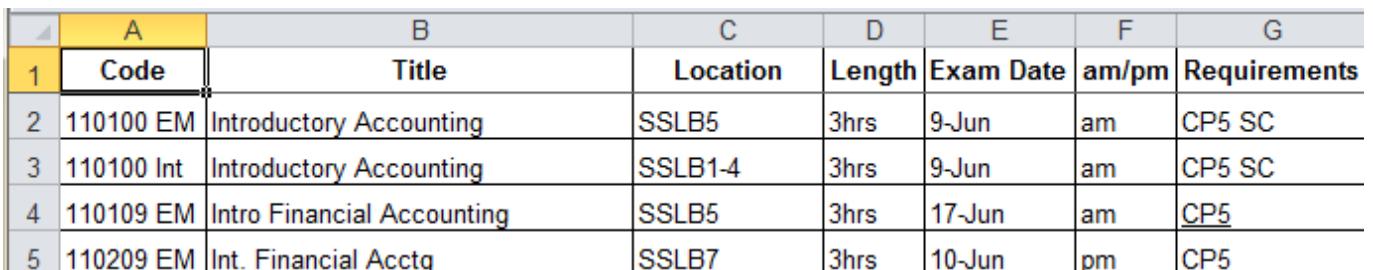
Microsoft Excel

This is useful when you are dealing with a large area of data like below. You cannot see all of the data from the view below. You have to scroll down to the bottom. When you wish to select large amounts of data like this by using the mouse, you could go over the border and lose your mouse control.



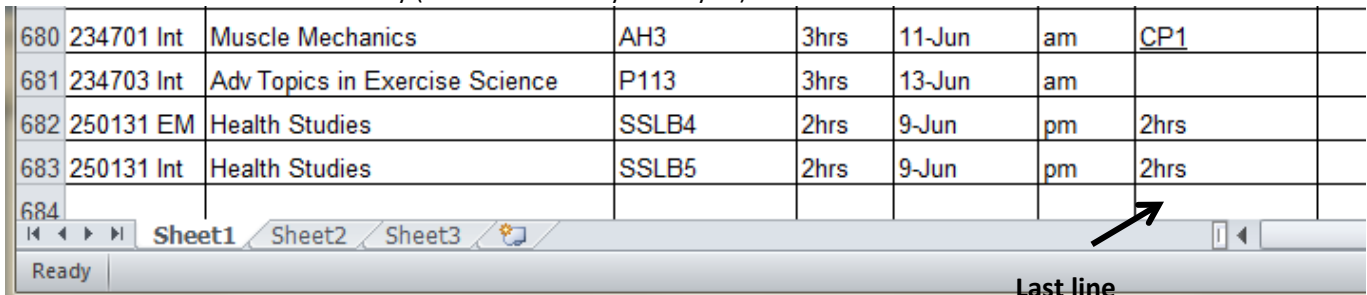
	A	B	C	D	E	F	G	H	I	J
1	Code	Title	Location	Length	Exam Date	am/pm	Requirements			
2	110100 EM	Introductory Accounting	SSLB5	3hrs	9-Jun	am	CP5 SC			
3	110100 Int	Introductory Accounting	SSLB1-4	3hrs	9-Jun	am	CP5 SC			
4	110109 EM	Intro Financial Accounting	SSLB5	3hrs	17-Jun	am	CP5			
5	110209 EM	Int. Financial Acctg	SSLB7	3hrs	10-Jun	pm	CP5			
6	110209 Int	Int. Financial Acctg	SSLB6	3hrs	10-Jun	pm	CP5			
7	110229 EM	Management Acctg	SSLB4	3hrs	16-Jun	pm	CP1			
8	110229 Int	Management Acctg	SSLB3	3hrs	16-Jun	pm	CP1			
9	110230 EM	Intro Fin & Mgmt Acctg	SSLB6	3hrs	12-Jun	am	CP1			
10	110303 EM	Integrative Accounting	SSLB5	3hrs	13-Jun	pm	CP1			
11	110309 EM	Advanced Financial Accounting	SSLB4	3hrs	9-Jun	am	CP1			
12	110309 Int	Advanced Financial Accounting	AH3	3hrs	9-Jun	pm	CP1			
13	110329 EM	Advanced Managemnt Accounting	AH1	3hrs	14-Jun	am	CP1			
14	110329 Int	Advanced Managemnt Accounting	AH1	3hrs	14-Jun	am	CP1			
15	110380 B1	Estate/Tax Plnng	SSLB3	3hrs	16-Jun	pm	CP1			
16	110380 EM	Estate and Tax Planning	SSLB3	3hrs	16-Jun	pm	CP1			
17	110700 FM	Accty for Bus Adminstrs	SSLB3	3hrs	20-Jun	pm	CP1			

1. Select the top left cell where the data starts



	A	B	C	D	E	F	G
1	Code	Title	Location	Length	Exam Date	am/pm	Requirements
2	110100 EM	Introductory Accounting	SSLB5	3hrs	9-Jun	am	CP5 SC
3	110100 Int	Introductory Accounting	SSLB1-4	3hrs	9-Jun	am	CP5 SC
4	110109 EM	Intro Financial Accounting	SSLB5	3hrs	17-Jun	am	CP5
5	110209 EM	Int. Financial Acctg	SSLB7	3hrs	10-Jun	pm	CP5

2. Scroll down to the last data entry (but don't click anywhere yet!)



680	234701 Int	Muscle Mechanics	AH3	3hrs	11-Jun	am	CP1		
681	234703 Int	Adv Topics in Exercise Science	P113	3hrs	13-Jun	am			
682	250131 EM	Health Studies	SSLB4	2hrs	9-Jun	pm	2hrs		
683	250131 Int	Health Studies	SSLB5	2hrs	9-Jun	pm	2hrs		
684									

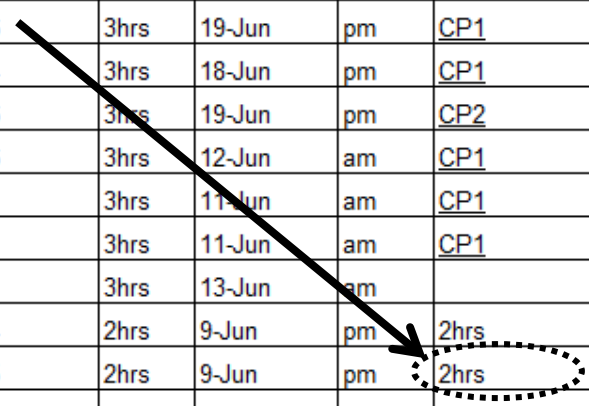
Last line


3. Keep holding the **SHIFT** key



4. Click the last data entered cell with your mouse (still holding the **SHIFT** key at this point)



667	227402 Int	Equine Clinical Studies	WB2	2hrs	11-Jun	pm	1.5hrs CP1	
668	227403 Int	Hlth/Prod Deer/Sheep/Goats	AH1-2	2hrs	19-Jun	am	2hrs	
669	227404 Int	Cattle Health and Production	MLT, ASTON1	2hrs	13-Jun	am	1.5hrs CP	
670	227405 Int	Small Animal Med & Surg	WB2	2hrs	9-Jun	am	2hrs CP1	
671	227xxx Int	Vet Stat Test	WB1-2	3hrs	19-Jun	pm		
672	230001 Int	Bridging the Humanities	WB1	2hrs	11-Jun	pm	2hrs	
673	233201 Int	Remote Sensing	SSLB4	2hrs	13-Jun	am	2hrs CP	
674	233210 Int	Pedology & Quaternary Geology	SSLB4	3hrs	18-Jun	pm	CP1	
675	233300 Int	Structural Geology	SSLB6	3hrs	19-Jun	pm	CP1	
676	233310 Int	Pedology & Quaternary Geology	SSLB4	3hrs	18-Jun	pm	CP1	
677	234203 Int	Exercise Physiology	SSLB6	3hrs	19-Jun	pm	CP2	
678	234303 Int	Exercise Physiology II	SSLB6	3hrs	12-Jun	am	CP1	
679	234701 B1	Muscle Mechanics	AH3	3hrs	11-Jun	am	CP1	
680	234701 Int	Muscle Mechanics	AH3	3hrs	11-Jun	am	CP1	
681	234703 Int	Adv Topics in Exercise Science	P113	3hrs	13-Jun	am		
682	250131 EM	Health Studies	SSLB4	2hrs	9-Jun	pm	2hrs	
683	250131 Int	Health Studies	SSLB5	2hrs	9-Jun	pm	2hrs	
684								
685								
686								





5. Release your mouse and **SHIFT** key

	A	B	C	D	E	F	G
1	Code	Title	Location	Length	Exam Date	am/pm	Requirements
660	227201 Int	Animal Science for Vet	SSLB2-3	3hrs	9-Jun	pm	CP1
661	227202 Int	Animal Genetics & Breeding	WB2	2hrs	16-Jun	am	2hrs CP
662	227203 Int	Veterinary Anatomy II	SSLB6-7	2hrs	14-Jun	pm	2hrs
663	227204 Int	Vet Physiology II	MLT - ASTON1	2hrs	18-Jun	am	2hrs CP
664	227301 Int	Vet Pathology I	WB2	2hrs	13-Jun	pm	2hrs
665	227306 Int	Vet Clinical Studies	WB2	2hrs	16-Jun	pm	2hrs CP1
666	227401 Int	Veterinary Pathology II	MLT - ASTON1	3hrs	16-Jun	pm	
667	227402 Int	Equine Clinical Studies	WB2	2hrs	11-Jun	pm	1.5hrs CP1
668	227403 Int	Hlth/Prod Deer/Sheep/Goats	AH1-2	2hrs	19-Jun	am	2hrs
669	227404 Int	Cattle Health and Production	MLT, ASTON1	2hrs	13-Jun	am	1.5hrs CP
670	227405 Int	Small Animal Med & Surg	WB2	2hrs	9-Jun	am	2hrs CP1
671	227xxx Int	Vet Stat Test	WB1-2	3hrs	19-Jun	pm	
672	230001 Int	Bridging the Humanities	WB1	2hrs	11-Jun	pm	2hrs
673	233201 Int	Remote Sensing	SSLB4	2hrs	13-Jun	am	2hrs CP
674	233210 Int	Pedology & Quaternary Geology	SSLB4	3hrs	18-Jun	pm	CP1
675	233300 Int	Structural Geology	SSLB6	3hrs	19-Jun	pm	CP1
676	233310 Int	Pedology & Quaternary Geology	SSLB4	3hrs	18-Jun	pm	CP1
677	234203 Int	Exercise Physiology	SSLB6	3hrs	19-Jun	pm	CP2
678	234303 Int	Exercise Physiology II	SSLB6	3hrs	12-Jun	am	CP1
679	234701 B1	Muscle Mechanics	AH3	3hrs	11-Jun	am	CP1
680	234701 Int	Muscle Mechanics	AH3	3hrs	11-Jun	am	CP1
681	234703 Int	Adv Topics in Exercise Science	P113	3hrs	13-Jun	am	
682	250131 EM	Health Studies	SSLB4	2hrs	9-Jun	pm	2hrs
683	250131 Int	Health Studies	SSLB5	2hrs	9-Jun	pm	2hrs
684							
685							
686							


Sheet1
Sheet2
Sheet3


Ready

Other Keyboard Shortcuts to help select large amounts of data

CTRL + Home



CTRL (control) and HOME keys will take you back to the beginning of the spreadsheet (A1).

CTRL + Shift + End



CTRL (control) and END keys will bring you to the last cell with data (the bottom right corner of worksheet).

CTRL + Star



CTRL (control) and Star will select all cells that contain data in the worksheet.